MSD* Fellowship for Global Health Guidelines for Project Proposals

About the Program
The MSD Fellowship for Global Health is a three-month, field-based corporate pro bono program that transforms highly-qualified Merck and MSD employees into Fellows who help not-for-profit organizations fulfill their missions.

- Up to 30 Fellows are selected each year to work with partner not-for-profit organizations.
- Participants immerse themselves in local conditions as they work intensely on specific projects tailored to the needs and priorities of their not-for-profit partners.
- Project assignments address a range of nonprofit needs – from branding and marketing, research and training, and developing sustainable business plans to financial inventory tracking and the use of mobile technology in remote areas.
- Project assignments are team-based, with three Fellows working on each project.
- In addition to receiving technical assistance from the Fellows, selected not-for-profit organizations also receive funds to cover expenses associated with hosting Fellows.

Program Criteria
Partner organizations must have proven expertise and success in implementing programs that improve access to health. Eligible not-for-profit partner’s mission must align with one of the following priorities:

- MSD for Mothers: Approximately half of all projects selected each year will support the MSD for Mothers, a ten-year initiative focused on improving maternal health around the world.
- Health: Projects that improve healthcare quality and increase access to care for underserved populations in the areas of cancer, diabetes, heart disease, HCV, HIV/AIDS, advance the quality of health services delivery; or strengthen local health system capacity.
- Research and Development: Projects that support the advancement of research and development capabilities, particularly in the area of neglected and tropical diseases will be considered. However, projects CANNOT focus on the research and/or development of specific compounds or biological agents for the treatment or prevention of disease.

Fellowship Partner Organization Applications
Partner organization applications are accepted only through the company’s online grant-management system at www.mercksupport.com. Each application MUST include the following:

- Name of MSD Contact who will endorse your application;
- Project Proposal (as explained below);
- 501(c)(3) documentation or proof of not-for-profit status if outside of the U.S.;
- List of Board of Directors/Board of Trustees, to include business affiliations for all Board members (NOTE: Include a notation for Board members who are retired or self-employed);
- Most recent audited financial statement;
- Annual operating budget; and
- Program line-item budget (as explained below).

*Merck & Co., Inc., a global health care leader based in Kenilworth, N.J., U.S.A. is known as MSD outside the United States and Canada. Please visit the Merck Responsibility website for additional information.
Organizations MAY SUBMIT up to THREE project proposals in one application, and are ENCOURAGED to submit at least two project proposals for consideration. Each project proposal must be completed in full, as described below.

**Project Proposal**
The proposal should clearly and succinctly provide the following information (see attached proposal template for additional guidance):

**General Information**
- Legal name of the not-for-profit organization as it should appear on grant payment;
- Project Title;
- Organization Website;
- Name, title, telephone and e-mail address of project leader that will be assigned to Fellows;
- Name, title, address, telephone and e-mail address of person who will be responsible for grant stewardship and holds authority to sign on behalf of the organization;
- Number of employees (full time and part time);
- Products and services provided;
- Organizational mission and vision;
- Organizational history/background;
- Key areas of focus related to improving access to health;
- Target beneficiaries;
- Location of beneficiaries; and
- Primary partners/collaborators.

**Project Scope of Work**
- Background and significance of the problem/issue to be addressed;
- Description of applicant’s relevant past project and organizational experience;
- Technical skills required to complete the project;
- Purpose of the project, including project deliverables and measurement of success;
- Project background including previous achievements or milestones reached;
- Project Plan that describes the key activities for the Fellows to complete;
- Preliminary project implementation time table;
- Anticipated short- and long-term impact of the Fellowship project.

**Program Line Item Budget and Justification**
- Detailed program budget and justification that describes the cost components and associated activities.
  - Budget should include: estimates for costs of labor (staff salaries and fringe benefits of team members that will be assigned to work with Fellows), in-country housing and ground transportation, travel for field visits (including airfare, ground transportation and lodging, as appropriate), materials and other direct costs (mobile phone and computer access for Fellows); indirect costs and rate (not to exceed 15%).
  - Airfare to and from the location where the Fellows will be based will be covered directly by MSD.
  - Maximum budget should NOT exceed $30,000.00 per project, with a maximum total request of $90,000.00.
• Other external sources of funding for the project, if any, including financial and/or other forms of support (e.g., “in-kind” support), if any, that the recipient organization will commit to the project for which Fellows are being requested.
• Brief list of major sources of financial support for the nonprofit organization and explanation whether there is any link to a Government Official. Government Official is very broadly interpreted to include:
  o Employees of governments, and other civil servants, performing government functions (for example, product approvals, pricing, reimbursement and purchasing)
  o Those engaged by governments (including private individuals appointed by such entities) to provide advice involving a government function (e.g., private Health Care Professionals, experts, consultants, members of advisory panels, etc.)
  o Employees of government-funded institutions (e.g., public hospitals and universities, or government controlled businesses)
  o Officers of political parties, candidates for public office
  o Members of international public organizations (e.g., UN, World Bank, WHO) or any department agency
  o Those directly associated with the Government Official, including their staff, business partner, close associates and family.
• Written approval must be obtained from MSD for any change in the budget greater than 10% of the total project budget.

**Evaluation Plan and Dissemination of Results**
• Specific, measurable outcomes to be achieved (impact).
• Description of the plan and methodology to monitor and evaluate the impact or outcomes of the project.
• Description of how information about the project and its results will be publicized or disseminated (e.g., publications, presentations, website).

**Sustainability Plan**
• Description of how the project will be continued after the Fellowship assignment, including an explanation of the additional resources needed to continue the project over time (e.g., financial, staffing partners), how these resources will be secured, and timetable for securing resources.

**Proposal Submission, Timeline and Review Process**
Proposals must be submitted online at [www.mercksupport.com](http://www.mercksupport.com). All proposals will be reviewed and evaluated based on alignment with these guidelines, completeness and merit. Please note that we are not able to provide technical critiques of project proposals.

Upon completion of review, all applicants will be notified of a determination. Review and decision-making process may take up to **5 weeks after the application deadline** (please refer to the website for specific date in a given year). Any applicant selected for the Fellowship program will be required to execute a Grant Award Agreement with MSD.
Yearly Application Submission Timeline

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<tr>
<th>Month</th>
<th>Description</th>
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<tr>
<td>October through mid-December</td>
<td>NGOs submit project concepts</td>
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<tr>
<td>January</td>
<td>NGOs are notified of project selection and posting</td>
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<tr>
<td>February - March</td>
<td>Employee application period</td>
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<tr>
<td>May</td>
<td>Fellows are selected; MSD notifies NGOs of match</td>
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<tr>
<td>May</td>
<td>Fellowship letter of agreement executed with each NGO partner. NGOs coordinate with MSD regarding field assignment logistics</td>
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<tr>
<td>May-July</td>
<td>All parties prepare for field assignments</td>
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<tr>
<td>Late July</td>
<td>Regional launch of Fellowship assignments</td>
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<tr>
<td>August-October</td>
<td>Fellows participate in field assignments</td>
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<tr>
<td>November</td>
<td>Program Evaluation – Complete Impact Surveys</td>
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Reporting Requirements

Upon executing the Fellowship letter of agreement and accepting a grant award, the recipient organization will be required to agree to use funds in the manner and for the purpose(s) for which the grant is intended. The recipient/grantee will be asked to agree to provide a Final Report within 12 months of receipt of the grant award.

Final Reports should be no more than 5 pages in length and should include:

- Description of project deliverables achieved, outcomes and lessons learned. Description should also include whether the project impacted the organization’s quality of services, efficiency, and reach. Both positive and negative outcomes should be reported.
- Description of how the Fellowship engagement was leveraged to sustain additional resources (i.e., additional cash contributions, additional Fellows).
- Communications plans, if any, for the dissemination of project results more widely through presentations, workshops, publications, etc.
- An account of how the grant funds were spent (line item budget report).
- Photos, videos, or other media (if applicable) that captures the vitality and experience of the project.

Site Visits

Site visits will be conducted at the discretion of MSD with advance notice.

Transparency

MSD has made a commitment to disclose publicly its grants or contributions to third party organizations. In accordance with this commitment, MSD will report information about Fellowship partners and projects, such as the name and location of the not-for-profit organization, a brief description of the project and the amount of the grant award. MSD updates this information periodically and posts this information on [www.merckresponsibility.com](http://www.merckresponsibility.com).